Information Technology Resource Management Council (ITRMC)
Access Idaho Steering Committee
Meeting Minutes
(Approved by Committee on June 28, 2001)

May 24, 2001

The Access Idaho Steering Committee monthly meeting was held on Thursday, May 24, 2001from 1:40 to 2:40 p.m., in the East Conference Room of the J.R. Williams Building, Boise, ID.

CALL TO ORDER, WELCOME

Chairman Bill Farnsworth, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:	**Absent Members:**
Mr. Bill Farnsworth, ITRMC Staff	Mr. Mark Little, Division of Purchasing
Mr. Chuck Goodenough, Secretary of State	Mr. Scott Somerhalder, IIC
Mr. John McAllister, Department of Labor	
Mr. Rob Spofford, IDWR	

Others Present:

Ms. Angela Babcock, Controller's Office
Ms. Emily Gales, ITRMC Staff
Mr. Jeff Walker, Idaho Information Consortium

BACKGROUND

Access Idaho is the official name for the State of Idaho Internet portal, or "electronic front-door", for citizen access to on-line government services and information. The State of Idaho established a statewide contract for portal services in December 1999, creating a public-private partnership with Idaho Information Consortium (IIC). IIC is an affiliate of the National Information Consortium (NIC), the nation's leading provider of Internet electronic government services. On May 3, 2000, Idaho officially launched www.accessidaho.org. The portal includes a re-designed State of Idaho Home Page, for easy access to all agency Web sites, where a variety of E-Government applications are being developed. The portal is designed to streamline citizen access to Idaho government services and information.   As the state's Portal Provider, IIC will be assisting state agencies in the development of Internet applications, as well as Web page design. The Steering Committee has been appointed by ITRMC to oversee the progress of Access Idaho.

REPORT FROM ACCESS IDAHO

Chairman Bill Farnsworth asked **Jeff Walker**, Idaho Information Consortium (IIC), to review the Access Idaho **General Manager's (GM) Report**.

- The month of May was fairly quiet for Access Idaho (AI). The developers and creative services used this time to focus on upcoming projects that will be rolled out in early June and July.

- Marketing gave presentations and lectures on the **UCC liens search** and **Business Entity Search** to the Idaho Bankers Association (IBA) and its Executive Committee. AI will soon publish a new version of the Business Entity Search, which will run a bit faster.

- AI worked with the **Idaho Real Estate Commission** to help with graphic advertising (promoting its on-line applications) in its publications.

- Area Kiwanis and Rotarians are seeking speakers to talk to them about the state's on-line e-commerce activities. In June, IIC will present the brand Access Idaho. The focus of this community outreach is to **increase the public's awareness** of the portal and its current services, and to give some hints about where the state's portal is headed.

- Development work continues on the **Department of Labor's Unemployment Insurance payment application**. AI is finishing up this project and will soon present a demonstration to Labor. The application will be ready for beta testing on June 1st.

- AI expects the electrical division of the **Division of Building Safety** (DBS) to have **license renewals** up and running for their June through July annual renewal period. The license renewal and public look-up applications will be complete by Friday, May 25, 2001. Since DBS is moving its office (from downtown Boise to Meridian), it will wait until June 4th to review the applications.

- The **Idaho State Tax Commission** has approached AI about developing two high profile applications. Their request will need immediate attention if AI is to meet their deadlines.

  > The first is for a **tax payment portal**. AI would develop a portal for citizens to pay taxes by credit card or e-check on-line to the Commission. This project will require AIs development team to start requirements in July if it is to hit an October launch date.

  The second project they have requested will require substantial development and creative resources from AI. The Commission is interested in deploying by January 1, 2002 an **on-line 40EZ tax form**. This application will be very cost-effective for the Commission. In fact, it wants to replace its telephone system (which creates a lot of overhead cost) with on-line service for those filing a 40EZ form. The form and payment submission will require a detailed evaluation of AIs hardware and software capabilities. In order to gather requirements, build, test and properly support this application there may be some impact on other 3rd and 4th quarter development projects. The Portal will keep the AI Steering Committee fully informed about this project and how it will have an effect on the portal and all other development. Also, Chairman Farnsworth advised he would like to get feedback

from Committee members regarding the prioritization of projects. There was discussion of the possible lease of additional hardware to complete the Commission's application. Also discussed were fees associated with the tax payment portal.

- A project for the RIB (Reducing Idaho Bureaucracy) Committee was discussed.

- Creative Services has sent the Board of Pharmacy its Web site for final review. Its site will probably be launched by the end of May or beginning of June.

- For the entire summer, Creative Services will be working on building a Web site for the Idaho State Police (ISP). There are fourteen different sections of the ISP, and AI will be meeting will all of them during May and June to gather requirements. Content for the site will be gathered by the end of June. The application will be built in July, and will be sent to the ISP for review in August.

- Along with ISPs rather large project, Creative Services will also develop some templates. AI has met with Cory Isakson, Department of Labor, to build some templates for him this summer. Also, the Idaho State Bar has asked for some templates.

- A project for the Idaho Range Land Committee has been put on hold due to its busy summer activities.

- Mr. Walker advised that Marlene Mussler-Wright, Creative Services, would be on maternity leave in September, October and part of November.

- Chairman Farnsworth discussed some upcoming AI projects with the group. Mr. Farnsworth indicated the Idaho Transportation Department's (ITD) IT staff is working to become comfortable with its on-line infrastructure (database, firewall, etc.). Therefore, it might be some time before ITDs driver's license and vehicle registration on-line applications are developed. The Department of Administration will provide ITDs IT staff with assistance in getting up its firewalls, etc. AI staff might also provide some assistance.

MOTION TO APPROVE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL SLA

Chairman Farnsworth advised the Local Highway Technical Assistance Council Service Level Agreement (SLA) was fairly straightforward, with no fees involved. This application will basically consist of downloadable technical manuals (PDF format), Walker said.

Rob Spofford moved and John McAllister seconded a motion to approve the Local Highway Technical Assistance Council SLA, and the motion passed unanimously.

MOTION TO APPROVE ADDENDUM B TO THE DIVISION OF BUILDING SAFETY SLA

After some discussion (digital signatures, consideration of a broad-spectrum approach to convenience fees), **John McAllister moved and Rob Spofford seconded a motion to approve Addendum B to the Division of Building Safety – Electrical Bureau SLA, and the motion passed unanimously.**

NEW BUSINESS

Chairman Farnsworth mentioned the formation of two new ITRMC committees: the Secure Access to Applications and Data (SATAD) Committee and the Metatag Committee. The SATAD Committee is chaired by J.D. Williams, State Controller, and will focus on the authentication of users entering the state's system. He then explained the meaning and function of metatags. The Metatag Committee will focus on establishing a statewide standard for using metatags/metadata. There was more discussion by the Committee regarding metatags.

MOTION TO APPROVE APRIL 26, 2001 MINUTES

Rob Spofford moved and Chairman Bill Farnsworth seconded a motion to approve the April 26, 2001 Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

ADJOURNMENT

As there was no other new business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:40 p.m. The next Access Idaho Steering Committee meeting is scheduled for Thursday, June 28, 2001 from 1:30 - 3:00 p.m. in the East Conference Room, Joe R. Williams Building.

Respectfully submitted,

Emily Gales
ITRMC Assistant